

HIST 4395
History Internship
Spring 2019

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Office hours: Wednesdays, 1:00-2:30 and Thursdays 1:00-2:30 or by appointment

Course Description

History Internship connects students with professional opportunities that are designed to help students gain, strengthen, and master a variety of skills applicable in a professional environment. Internships create links between theory and practice and allow students to apply their academic and classroom skills in a real-world setting. They also provide a platform for students to explore their professional interests and establish connections with professionals in their field of interest. The students are expected to complete 120 hours of work throughout the course of the internship.

Course Objectives

Specific learning objectives in this course will differ, depending on your respective internships. However, in addition to learning objectives specified in the Learning Agreement (see below), upon successful completion of internship, students will also:

- Understand how academic course work and academic skills translate into a real-world professional experience.
- Identify possible career paths.
- Determine how organizations work and what major roles and responsibilities are necessary for an organization to follow its mission and achieve its goals.
- Develop and strengthen essential attitudes expected of employees in any professional environment, including organization, self-discipline, collaboration, effective communication, and initiative.
- Strengthen their portfolio and update and revise their resume.
- Strengthen their networking skills.

Course Requirements

These course requirements specify what you need to do to pass this course. They are separate from your internship requirements that will be specified by the sponsoring institution in the Internship Learning Agreement. Students will:

- **Sign *Internship Learning Agreement*:** Internship Learning Agreement is a standard document that includes all the crucial details of your internship, including personal information, sponsoring institution information, schedule, internship description, your responsibilities, learning objectives as specified by the sponsoring institution, and internship objectives as specified by the student. The purpose of the Agreement is to determine in the clearest possible terms what the sponsoring institution and the student should expect over the course of the internship.

I will provide the Agreement form to the sponsoring institution and to you and its content will be determined between you and your internship supervisor. Once you and your internship supervisor agree on the final content of the Agreement, you will both sign it. Submit a signed copy of the Agreement by **Friday, February 1, 5:00 PM**. You can deliver a paper copy of the Agreement or email me a scanned electronic copy.

- **Sign Code of Professional Conduct:** This Code specifies professional expectations for an intern. It is designed to help you understand what is expected of a UALR student who as an intern represents not only themselves but also the University and the History Department. The Code also aims to help you think of many different aspects of professional behavior. Read the Code carefully, sign it, and submit it by **Friday, February 1, 5:00 PM**. If you have any questions before signing, let me know. You can deliver a paper copy or email me a scanned electronic copy.
- **Create portfolio:** Depending on your internship, you will be most likely asked to produce what we call artifacts, or physical or virtual objects that will be the fruit of your work. Typical artifacts include lesson plans, study guides, website content, finding aids, etc. Collect them all in one folder and submit the folder by **Friday, May 10, 5:00 PM**.

The folder should include a short description of each artifact in your portfolio. The descriptions should explain what your artifacts are, what their purpose is, and/or how they connect to relevant projects at the sponsoring institution. For example, if you are asked to produce a lesson plan, this lesson plan is probably a component of a larger education program at the sponsoring institution. Include this information in your description and briefly explain how your lesson plan fits in this larger program. If you produce virtual artifacts (e.g., website content), take screenshots that best illustrate your work and explain what the screenshots show. If you produce more than one artifact, include a table of content as the first page of your portfolio.

If your internship does not result in producing an artifact, write a narrative (500-750 words) that describes what you have produced during your internship, how you did it, and how your work benefitted the sponsoring institution. For example, if your primary internship project focuses on digitizing documents, you may not have a specific artifact to share because your work results in a digital collection. In such case, describe the process of creating the collection. You can also attach several sample screenshots that illustrate the process (e.g., selected digitized documents, software you have used, etc.).

If your artifacts do not fully document the scope of your work because your responsibilities included also activities that did not produce artifacts, add a narrative of 250-500 words to your portfolio that describes those activities. Common examples of tasks that do not produce artifacts are: tutoring students, guiding tours, helping to set up events, assisting during events, etc. If possible, document your work through taking pictures (e.g., of events you help organize) and attach them to the portfolio. If you are not sure how to document some of your tasks for the portfolio, let's talk.

The portfolio assignment is designed to summarize all your work and help you create a narrative of your professional experience. In future interviews, potential employers will ask about your

experience with various tasks and responsibilities. This portfolio will contain documented answers to these questions.

- **Write midterm reflections journal:** This journal should reflect on your internship experience around the mid-point of the semester. In the journal, reflect on what you have learned so far, what you are working on, what you hope to accomplish, challenges that you are facing, changes that you would like to see, etc. This journal is a form of checking in with me and letting me know how things are going. Submit your journal (500-750 words) by **Monday, March 11, 5:00 PM.**
- **Conduct informational interview:** Informational interviews are interviews conducted with a professional with the purpose of learning about the interviewees' job and career path. They are called interviews but they usually have nothing to do with any specific job opening. Instead, they are an excellent networking tool and an effective way to learn about organizations that you might want to work for or a professional path that you might want to follow. An informational interview can be conducted with anyone who does something that is of interest to you. Even if you don't know the person you'd like to interview and have no connections to their organization, you can still email them and ask for an informational interview. They might say no if they are too busy but professionals usually react positively to being asked for an informational interview. Career advisers consider informational interviews to be one of the most effective and powerful tools of a job seeker. For this internship, select one person at your sponsoring institution and conduct an informational interview. Typical questions to ask at an informational interview are (these are just examples; you may find tens of other suggestions online):
 1. What are the duties/functions/responsibilities of your job?
 2. Why did this type of work interest you?
 3. How did you get your job? What jobs and experiences did you have prior to taking your present position?
 4. Can you suggest some ways a student could obtain this necessary experience?
 5. What part of this job do you find most satisfying? Most challenging?
 6. What is the best way to enter you career path?

Submit a narrative of 250-500 words that reports your findings. Reflect on how this informational interview might affect your future job search and/or career planning. Conduct an interview at any point of the semester but submit the narrative with your portfolio by **Friday, May 10, 5:00 PM.**

If you would like to interview someone who does not work at your sponsoring institution, let's talk. This experience should be useful to you and I encourage you to find a professional that represents a profession, job, or career path that best matches your interests.

- **Update your resume:** Update and submit your current resume with the experience gained during your internship by **Monday, April 15, 5:00 PM.** We will organize a session with a career advisor that will help you review and edit your resume. We will schedule the session between April 15 and April 26, based on everyone's availability. If you can't attend the session, let's talk

and we'll try to secure an individual consultation at the UALR Career Center. Attach your revised resume to your portfolio.

- **Submit *Internship Evaluation*:** At the end of the semester, you will fill out a short form that evaluates your experience. The purpose of this evaluation is to identify the best internship practices in order to better plan and coordinate future internships. Submit your evaluation with your portfolio by **Friday, May 10, 5:00 PM.**

Grading Scale

The student must submit all the components specified in Course Requirements to pass this course. The final grade will be determined on the following scale:

A: All the components specified in Course Requirements submitted + 120 hours of internship completed

B: All the components specified in Course Requirements submitted + 100-119 hours of internship completed

C: All the components specified in Course Requirements submitted + 81-99 hours of internship completed

D: All the components specified in Course Requirements submitted + 71-80 hours of internship completed

F: Any component specified in Course Requirements is missing + any number of hours of internship completed OR All the components specified in Course Requirements submitted + 70 or less hours of internship completed

NOTE: If you do not complete **120 hours of work by May 6, 2019** (the final day of classes) but you agree with your internship supervisor that you will complete the hours necessary to complete 120 hours after May 6, let me know and you will receive I (Incomplete). "Incomplete" will be replaced with a final grade upon the completion of 120 hours. You and your supervisor can reach this kind of agreement because of any justified reason, e.g., changes in your schedule, needs of the sponsoring institution, medical or other emergencies affecting either side of the agreement, etc.

Communication

The success of your internship depends to a great extent on effective communication. Communicate with your internship supervisor whenever you have questions or are not sure what you are asked to do. Communicate with me whenever you have any questions or face any challenges. Note that unless I'm your internship supervisor (as I am for some of you), I will not interfere in any way in your internship and I will not check on you constantly. This means you need to communicate with me whenever you need any kind of support. Problems and conflicts between the student and the sponsoring institution are extremely rare but they might happen. Communication is key to your sense of satisfaction and to your success.

Students with Disabilities

Your success in this class is important to me, and it is the policy and practice of the University of Arkansas at Little Rock to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need an accommodation, please contact me privately as soon as possible, so that we can discuss

with the Disability Resource Center (DRC) how to meet your specific needs and the requirements of the course. The DRC offers resources and coordinates reasonable accommodations for students with disabilities. Reasonable accommodations are established through an interactive process among you, your instructor(s), and the DRC. Thus, if you have a disability, please contact me and/or the DRC, at 501.569.3143 (V/TTY) or 501.683.7629 (VP). For more information, please visit the DRC website, <http://ualr.edu/disability>.

Academic Honesty

Any form of academic dishonesty (plagiarism and cheating) will NOT be tolerated in this class. All of your work for this class must be original. Plagiarism is copying work without giving credit to the source, or copying extensive passages from other work, or the use of words or ideas produced by another person without acknowledging its source. University regulations regarding academic dishonesty, as set forth in the UALR student handbook and other university documents and publications, will be strictly enforced in this class.

Important dates (table summary)

Assignment	Due Date/time
Sign and submit <i>Internship Learning Agreement</i> (needs to be signed by your supervisor too)	Friday, February 1, 5:00 PM
Read, sign and submit <i>Code of Professional Conduct</i> (available via Blackboard)	Friday, February 1, 5:00 PM
Submit midterm reflections journal	Monday, March 11, 5:00 PM
Update and submit resume	Monday, April 15, 5:00 PM
Submit informational interview narrative	(with portfolio) Friday, May 10, 5:00 PM
Submit <i>Internship Evaluation</i> (available via Blackboard)	(with portfolio) Friday, May 10, 5:00 PM
Submit portfolio (include revised resume)	Friday, May 10, 5:00 PM